

# Classified New Hire Checklist

Human Resources welcomes you to the University of Massachusetts Dartmouth! Please refer to this checklist to ensure that you have covered all necessary onboarding steps for a smooth transition into your new role. We look forward to you joining our team.

## Onboarding Steps

<b>Before You Start Work:</b>	<input checked="" type="checkbox"/>
Complete and submit essential onboarding paperwork (Personal Data Questionnaire, IP Policy, & I-9 Form with copies of two forms of ID)	<input type="checkbox"/>
<i>Ensure all hiring paperwork has been received and you have received your Employee ID Number from Human Resources. Please refer to the "Important Onboarding Documents" email you had received from the Recruitment Team prior to your start date to access these forms. <b>Please bring your I-9 ID(s) with you to the Human Resources Office or on your hire date, whichever is sooner.</b></i>	
Review the <a href="#">Group Insurance Commission (GIC) Benefits Decision Guide</a> and your benefits summary to familiarize yourself with your benefits options	<input type="checkbox"/>
<i>Please refer to the "Important Onboarding Documents" email you had received from the Recruitment Team prior to your start date to review your benefits summary. You will have the opportunity to ask benefits questions during your orientation.</i>	
<a href="#">Activate your HR Direct account and UMassD email</a>	<input type="checkbox"/>
<i>You will need your Employee ID number for this step. Please refer to the email you received from the Recruitment Team for this number.</i>	
<a href="#">Activate your UMass Pass ID</a>	<input type="checkbox"/>
<i>After you have activated your UMassD Logon (and email account), you will be able to obtain your UMass Pass identification badge via the UMass Pass Portal. Once your information has been accepted into the system, an identification badge will be generated for you within 24-48 hours and will be available for <b>pick up</b>. Your UMass Pass identification badge can also be used for food, access, and library privileges!</i>	
<a href="#">Obtain your UMass Parking Pass</a>	<input type="checkbox"/>
<i>Faculty and staff must pre-register all vehicles on campus on the UMass Parking Portal (online). Please have your vehicle registration available when you register.</i>	
<b>On Your First Day:</b>	<input checked="" type="checkbox"/>
Attend New Employee Orientation (Attendance is mandatory)	<input type="checkbox"/>
<i>The purpose of orientation is to familiarize you with the University policies and procedures, benefits information and enrollment, and important topics of interest. You will be informed of your orientation date prior to your start date. You will have a chance to ask questions before submitting your benefits paperwork. <b>Please have your I-9 ID(s) available for orientation. Your I-9 IDs must be verified by HR, in person, within your first three (3) days of employment.</b></i>	

### Important Contact Information:

For questions regarding **onboarding requirements or issues:**

- **Leslie Mercure, Sr. Recruitment Manager:** 508-910-6474, or
- **Sarah Mosel, HR Associate:** 508-999-8080
- [Recruitment@umassd.edu](mailto:Recruitment@umassd.edu)

For questions regarding **benefits:**

- **Sandra Escalera, Benefits Manager** or
- **Lyn Soderlund, HR Associate**
- 508-999-8045
- [Benefits@umassd.edu](mailto:Benefits@umassd.edu)




For questions regarding **UMass Pass and/or Parking:**

- **UMass Pass Office:** 508-999-8134
- [umasspass@umassd.edu](mailto:umasspass@umassd.edu)
- **UMass Parking Office:** 508-999-8121
- [parking@umassd.edu](mailto:parking@umassd.edu)

For questions regarding **Computer Information & Technology Services (CITS):**

- **CITS Help Desk:** 508-999-8900
- Submit an **IT Help Ticket** [here](#)

**We hope you have a smooth and successful onboarding experience and welcome you to the UMassD Team!**

<b>On your First Day: (Continued)</b>	
Set up direct deposit in <a href="#">HR Direct</a>	<input type="checkbox"/>
Complete your federal & state tax withholding forms in <a href="#">HR Direct</a>	<input type="checkbox"/>
<i>Please note, Rhode Island residents are required to complete the <a href="#">RI W-4 form</a> for state withholdings. This form will route to Human Resources automatically once submitted.</i>	
Set up electronic W2 consent by logging into <a href="#">HR Direct</a> and navigating to: <b>Employee Self Service &gt; W-2/W-2c Consent.</b> (Learn more about electronic W2 consent in our <a href="#">HR Portal</a> )	<input type="checkbox"/>
Establish contact information for the <a href="#">University Online Directory</a> .	<input type="checkbox"/>
<b>Within your First Week:</b>	
Return your signed job description to Recruitment@umassd.edu (signed by yourself and your supervisor)	<input type="checkbox"/>
Complete and return your benefits packet to the Benefits Team in Human Resources (Foster 213)	<input type="checkbox"/>
<a href="#">Register for UMassD MyAlerts</a>	<input type="checkbox"/>
<i>UMassD's MyAlert is a notification system designed to immediately deliver emergency information to students, faculty, and staff via multiple methods including mobile phone text and voice messaging</i>	
<b>Within your First 30 Days:</b>	
Complete and submit your electronic benefits enrollment forms within the myGICLink Benefits Portal upon receipt of the email from myGICLink. <b>Your enrollment forms <u>must</u> be submitted <u>within 21 calendar days of hire</u> to ensure benefits enrollment.</b>	<input type="checkbox"/>
Complete the mandatory <b>State Ethics</b> and <b>Title IX/Sexual Harassment</b> trainings	<input type="checkbox"/>
<i>Upon receipt of an email notification from our training platform, <b>Get Inclusive</b>, you will be able to access your assigned <b>Title IX/Sexual Harassment course</b>. You will then need to log in using your UMass Dartmouth single sign-on credentials. <b>Your course progress and completion data will be stored in the Get Inclusive system, so there is no need to send your completion certificate to Human Resources, however please ensure that this course is completed within 30 days of your date of hire for compliance purposes. If you do not receive the email from Get Inclusive, please contact <a href="mailto:Recruitment@umassd.edu">Recruitment@umassd.edu</a>.</b></i>  <i>The <b>State Ethics</b> course is located on the State Ethics Commission website <a href="#">here</a>. <b>Please forward your completion certificate to <a href="mailto:Recruitment@umassd.edu">Recruitment@umassd.edu</a> within 30 days of hire.</b></i>  <i>Please set aside approximately one (1) hour to complete each course.</i>	
<b>Helpful information for new hires:</b>	
Read our <a href="#">Frequently Asked Questions</a> for new faculty and staff.	

## **HR Direct Time Approver Training**

Supervisors are required to approve their employees' time every week in HR Direct. If you are a new supervisor who will need to approve time, please navigate [here](#) to complete the **Time Approver Training & Access Request**. HR will review your reporting structure and will contact you as soon as your permissions have been established.

## **Employee Trainings**

**To register for an employee training, navigate [here](#).**

Available courses may include the following and are dependent upon your position. Please check with your supervisor before registering:

- Financial Training Classes
- Peoplesoft Travel & Expense w/ Terra Dotta Travel Registry
- Buyways Requisitioner/Shopper Training
- Approval Training for Buyways Requisitions & PeopleSoft Travel & Expenses
- PeopleSoft Financial Reports & Budget Lookup Session
- Summit 101 Financial Dashboard Informational Session

**In addition, take advantage of [LinkedIn Learning courses](#) as a UMass Dartmouth staff member, free of charge!**